

TITLE: Safety Coordinator

TR/2

DEPARTMENT: Transportation, Rutherford County

JOB SUMMARY: This position is responsible for planning, coordinating, and monitoring daily transportation services for Rutherford County residents.

MAJOR DUTIES:

- o Implements and directs the Transit Safety Program; assists in developing and maintaining the Transit System Safety Plan.
- o Trains, guides and directs drivers on the usage of vehicle equipment, passenger safety, vehicle/road safety issues and the like.
- o Attends safety workshops and conferences.
- o Prepares daily, weekly, and monthly reports as required.
- o Rides with and evaluates drivers on a regular basis.
- o Schedules monthly safety meetings; assigns employees to safety committees.
- o Maintains record of maintenance and repair for all fleet vehicles; schedules preventative maintenance; inspects vehicles and tires on regular basis.
- o Operates a multi-passenger vehicle as needed.
- o Escorts post-accident drug screen employees to test site.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the geography and road system of the county.
- o Knowledge of relevant state and federal laws, regulations, and safety guidelines governing rural transit systems.
- o Knowledge of vehicle fleet maintenance procedures.
- o Knowledge of county and department policies, procedures, and programs.
- o Skill in developing maps and transit schedules.
- o Skill in operating general office equipment such as a computer, calculator, facsimile

machine, copier, and two-way radio.

- o Skill in operating multi-passenger vehicles, hydraulic lift equipment, and mobility equipment for handicapped passengers.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Transportation Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and priority of the final results.

GUIDELINES: Guidelines include county and department policies and procedures, county ordinances, and applicable state and federal laws and regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in coordinating safety programs and policies for the transportation department. The necessity of filling in for absent employees contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to coordinate safety policies and procedures for the department. Successful performance in this position ensures safe transportation service to the citizens of Rutherford County.

PERSONAL CONTACTS: Contacts are typically with coworkers and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in garage or vehicle. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional cold or inclement weather. The work may require the use of protective devices such as gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

Safety Coordinator, Transportation

Page 3

- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.